



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

November 17, 1981

PERSONNEL MANAGEMENT LETTER NO. 81-50 (511)

Subject: Report of Intra-Agency Classification Consistency

This Letter concerns the revised regulations governing classification appeals as published in the attached Appendix C, FPM Chapter 511. Your particular attention is called to the new requirement for a "Report of Intra-Agency Classification Consistency", which has been established by OPM in an effort to ensure that agency classification decisions are consistent with OPM certificates issued in conjunction with classification appeals. This places a very important responsibility on the classification function, throughout the Department, to closely monitor OPM appeals decisions in order to meet the newly established reviewing and reporting requirements set forth in Appendix C, FPM 511, transmitted by FPM Letter 511-9 dated March 20, 1981.

In accordance with the revised FPM guidelines, when an OPM certificate is issued which directs a change in the bureau's allocation of a position, the bureau will submit the following information to the PPM-Division of Position Classification and Management (PCM) for forwarding to the Office of Personnel Management:

1. A copy of the OPM certificate and the applicable position description of record.
2. A statement from the Personnel Officer, indicating that the classification of all similar, related and identical positions within the bureau is consistent with the OPM certificate. (Definitions of similar, related, and identical positions, for the purpose of this report, are given in Appendix C, FPM 511.)
3. If the bureau tentatively identifies positions under Item 2 whose classifications are inconsistent with the OPM certificate, a time phased plan for reviewing those positions must be submitted to PPM - Division of Position Classification and Management (PCM) for forwarding to OPM within two pay periods following the implementation of the certificate. (The required content of the review plan is outlined in FPM 511, Appendix C, Item 3.)

INQUIRIES:

Myrtle Clark, Division of Position Classification and Management,
Room 5023, Extension 34231

4. Upon completion of the systematic review, the bureau will submit a final report outlining the number of positions reviewed and the nature of the actions taken. Corrective actions on misclassifications identified in the systematic review are expected to be taken with reasonable promptness.

This guidance is effective immediately, and is applicable to all OPM certificates that are received pursuant to the date of this Bulletin or that may be required at the discretion of an OPM deciding official.



Director of Personnel

Attachment

APPENDIX C - REPORT OF INTRA-AGENCY CLASSIFICATION CONSISTENCY

One of the prime concerns of the OPM is that agencies classify their positions consistent with standards published by OPM. One of the principal means of achieving consistency is to insure that agency classification decisions are consistent with OPM certificates. As a rule, agencies are responsible for insuring internal classification consistency among positions under their administrative control. This report will provide OPM sufficient information to insure that agencies are complying with statutory requirements.

Whenever OPM issues a certificate which directs a change in the agency's allocation of a position, an intra-agency classification consistency report will be required. The deciding official may, at his or her discretion, require a consistency report whenever there is information available indicating that other positions within the agency may be classified inconsistent with an OPM certificate.

The agency's report will contain the following information:

- (1) A copy of the OPM certificate along with a copy of the position description to which it is applicable;
- (2) A statement from the Personnel Director indicating that all similar, related and indential positions within the agency are classified consistent with the OPM certificate. For this item, related positions are all positions whose classifications are dependent on the classification of the certified position, e.g., supervisor and leader positions. Similar positions are those positions whose duties, responsibilities and qualification requirements are so closely related that identical classification is required. When reviewing the agency's classification allocations for similar, related and identical positions, the review should be restricted to those positions performing the same grade controlling duties as those outlined in the certificate. As an example, if the certificate changed the grade of a Supply Clerk position from GS-2005-5 to GS-2005-6 on the basis that the position was responsible for all

supply actions relating to a critical item in the supply system which required special handling, the agency would need only review other supply clerical positions within the agency performing the same type of clerical actions. The agency need not review all supply clerical positions. Conversely, if the certificate covered a regional program-oriented position and the agency had nine other similar positions located in other regional offices, the agency would have to review the scope and complexity of each regional program to determine if equal classification treatment is required. If the certified position was classified on the basis of the impact of the employee on the position, i.e., either a positive or negative impact, the agency need only review their choice of standards to insure consistency.

(3) If the agency tentatively identifies positions under item (2) which are classified inconsistent with the OPM certificate, the agency must submit within 2 pay periods following the implementation of the certificate a time phased plan for reviewing these positions. The plan will outline:

- (a) A systematic review program including tentative identification and location of all inconsistent positions;
- (b) A projected timetable for completing the review; and
- (c) A periodic reporting schedule of accomplishments.

(4) Final report. Upon completion of the systematic review, the agency will submit a final report outlining the number of positions reviewed, and the nature of the position actions taken. The agency will move with reasonable promptness to correct misclassifications identified in the systematic review.

(5) The review plan and final report will be sent to:

Chief, Classification Appeals Office
Office of Personnel Management
Room 443-H
1900 E Street, NW.
Washington, D.C. 20415